

LIBRARY AIDE

GENERAL DEFINITION

Performs routine clerical work in the public library.

ORGANIZATIONAL RELATIONSHIP

Work is performed under regular supervision under the Director of Libraries or designee.

TYPICAL TASKS

- Charges and discharges books;
- Assists in controlling status of books in circulation, checks on overdue books, sends notifications to delinquents, maintains files and records as required; assists the public in the use of library facilities, locates books, magazines and other materials requested, provides general library information, including answering reference questions both in-house and on the telephone; assists patrons with computer needs;
- Examines shelves, replaces incorrectly shelved books;
- Prepares patron registration cards;
- Collects fines;
- Maintains circulation and other appropriate records;
- Performs other duties as may be assigned.

ESSENTIAL KNOWLEDGES, SKILLS AND ABILITIES

Some knowledge of the procedures, practices and equipment of a public library; some knowledge of business English, spelling and arithmetic; ability to learn standard library tasks readily and to adhere to prescribed routines; ability to perform routine clerical and record-keeping tasks; ability to understand and follow oral and written instructions; ability to establish and maintain effective working relationships with library patrons and employees; ability to learn computer and other technologically advanced skills; ability to utilize office software and email; general interest in books and authors.

TRAINING, EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to graduation from high school, and some experience in general clerical or library work.

SPECIAL REQUIREMENTS AND RELATED OBLIGATIONS

None.

PHYSICAL DEMANDS

Must be able to sit or stand for long periods of time.

WORK ENVIRONMENT

Work is performed in a library/office environment.

This description provides information regarding the essential functions of the designated job, and the general nature and level of work associated with the job. It should not be interpreted to describe all the duties whose performance may be required of such employees or be used to limit the nature and extent of assignments such an individual may be given. (Last Updated 7-16-04)(Reviewed & Updated 11/15/09)

FLSA Status:

☐ Exempt
☒ Non-Exempt

Pay Grade 7

Recommended by: _____
Dept. Head Date

Reviewed by: _____
Personnel Date

Approved by: _____
County Administrator Date